



Division of Capital Asset Management Standard Contractor Evaluation Form

Revised August 2007

Instructions to Owners

1. This evaluation form is to be used for *Final Evaluations* on private sector projects.
2. This form must be completed and signed by the owner or owner's representative, architect, engineer, or the general contractor, where applicable.
3. Upon completion of this form, you may mail it **directly** to the DCAM Contractor Certification Office at the following address: *One Ashburton Place, 15th Floor Boston, MA 02108* or send by fax to (617) 727-5363.

Information for Contractors

Contractors aggrieved by the result of a completed evaluation form may, within 30 days, submit a written response to DCAM disputing any information contained in the evaluation.

The following definitions are being furnished as a guide for assisting evaluators in determining an appropriate rating for contractors:

Finished Product Quality

The rating in this category covers general quality of workmanship.

- (a) A building and/or system will be rated “very good” to “excellent” if the workmanship exceeds customary practices with no complaints.
- (b) The Division will consider as “satisfactory” a building and/or system that has been installed and is operating in accordance with contract requirements with few and minor complaints.
- (c) A building and/or system that has met contract requirements only after frequent adjustments or modifications and with many complaints will be rated “poor.”
- (d) A building and/or system which functions with constant adjustments or modifications and serious complaints attributed to the contractor's work, and a building and/or system which fails to meet contract requirements, rates as “unacceptable,” and no points will be given to the contractor, with a written explanation attached.

Project Management

Five factors are evaluated: coordination and scheduling; ability to manage subcontractors; safety and housekeeping procedures; change orders; working relationships with others on the project; and paperwork.

- (a) “Very good” to “excellent” performance is when the contractor routinely furnishes all schedules, shop drawings, and submittals required by the contract in a timely fashion, performs according to the schedules, has the subcontractors in and out of the project as scheduled, maintains a businesslike relationship with the owner, designer, subcontractors and the project manager, and runs an orderly and safe project with few complaints.
- (b) “Satisfactory” performance is when the contractor occasionally fails to meet the above scheduling and management requirements.
- (c) A “poor” rating is when the contractor fails to meet the above scheduling and management requirements on a regular and recurring basis.
- (d) If the contractor's performance is so poor that the project is seriously affected, the rating should be “unacceptable,” thereby, no points should be given, and a written explanation attached.

Supervisory Personnel Rating

The contractor's on-site supervisory staff is rated on their knowledge, management skills and experience.

Division of Capital Asset Management

Standard Contractor Evaluation Form

Section I- General Project Information - Section I must be completed in its entirety.

Reference Name:	Reference Telephone #:
Reference Position/ Title:	Date:
Reference Agency/ Firm:	DCAM
Name of Contractor Being Evaluated:	Interviewer (if any):
	Contract Cost Including Change Orders: \$
	Contract Start/ End Dates:
Project Title:	Actual Completion Date:
Scope of Work:	
Project Location (city and state):	

- ***Did the contractor execute this project using their own employees?*** Yes ☐ No ☐

Section II- Evaluation Questionnaire

Please rate this contractor's performance in each of the following areas. If you need additional space, attach additional sheets. If you rate the contractor below "satisfactory" in any area, please provide detailed information to explain the rating assigned. You are not restricted to using the numerical values (points) shown and may score in between the points shown. A total of 80 points are required for a passing grade.

1. Quality of Workmanship (0-28 points)

Carry over points
here ↓

Rate the quality of this contractor's workmanship. Were there quality-related or workmanship problems on the contract? If so, provide specific examples.

unacceptable ☐ *poor* ☐ *satisfactory* ☐ *very good* ☐ *excellent* ☐
0 points *14 points* *24 points* *26 points* *28 points*

→ points

comments:

2. Project Management

- a) **Scheduling-** (0-13 points) Rate this contractor's performance with regard to adhering to contract schedules. Did this contractor meet the contract schedule or the schedule as revised by approved change orders? If not, was the delay attributable to this contractor? If so, provide specific examples.

<i>unacceptable</i> <input type="checkbox"/>	<i>poor</i> <input type="checkbox"/>	<i>satisfactory</i> <input type="checkbox"/>	<i>very good</i> <input type="checkbox"/>	<i>excellent</i> <input type="checkbox"/>	
<i>0 points</i>	<i>7 points</i>	<i>11 points</i>	<i>12 points</i>	<i>13 points</i>	→ <u> </u> points

comments:

- b) **Subcontractor Management-** (0-13 points) Rate this contractor's ability, effort and success in managing and coordinating subcontractors (if no subcontractors, rate this contractor's overall project management). Was this contractor able to effectively resolve problems? If not, provide specific examples.

<i>unacceptable</i> <input type="checkbox"/>	<i>poor</i> <input type="checkbox"/>	<i>satisfactory</i> <input type="checkbox"/>	<i>very good</i> <input type="checkbox"/>	<i>excellent</i> <input type="checkbox"/>	
<i>0 points</i>	<i>6 points</i>	<i>11 points</i>	<i>12 points</i>	<i>13 points</i>	→ <u> </u> points

comments:

- c) **Safety and Housekeeping Procedures-** (0-9 points) Rate this contractor's safety and housekeeping procedures on this project. Were there any OSHA violations or serious safety accidents? If so, provide specific examples.

<i>unacceptable</i> <input type="checkbox"/>	<i>poor</i> <input type="checkbox"/>	<i>satisfactory</i> <input type="checkbox"/>	<i>very good</i> <input type="checkbox"/>	<i>excellent</i> <input type="checkbox"/>	
<i>0 points</i>	<i>3 points</i>	<i>7 points</i>	<i>8 points</i>	<i>9 points</i>	→ <u> </u> points

comments:

- d) **Change Orders-** (0-9 points) Did this contractor unreasonably claim change orders or extras? Were this contractor's prices on change orders and extras reasonable? If not, provide specific examples.

<i>unacceptable</i> <input type="checkbox"/>	<i>poor</i> <input type="checkbox"/>	<i>satisfactory</i> <input type="checkbox"/>	<i>very good</i> <input type="checkbox"/>	<i>excellent</i> <input type="checkbox"/>	
<i>0 points</i>	<i>3 points</i>	<i>7 points</i>	<i>8 points</i>	<i>9 points</i>	→ <u> </u> points

comments:

- e) **Working Relationships-** (0-7 points) Rate this contractor's working relationships with other parties (i.e. owner, designer, subcontractors, etc.). Did this contractor relate to other parties in a professional manner? If not, give specific examples.

<i>unacceptable</i> <input type="checkbox"/>	<i>poor</i> <input type="checkbox"/>	<i>satisfactory</i> <input type="checkbox"/>	<i>very good</i> <input type="checkbox"/>	<i>excellent</i> <input type="checkbox"/>	
<i>0 points</i>	<i>2 points</i>	<i>5 points</i>	<i>6 points</i>	<i>7 points</i>	→ <u> </u> points

comments:

- f) **Paperwork Processing-** (0-7 points) Rate this contractor's performance in completing and submitting required project paperwork (i.e. change orders, submittals, drawings, requisitions, payrolls, workforce reports, etc.). Did the contractor submit the required paperwork promptly and in proper form? If not, provide specific examples.

<i>unacceptable</i> <input type="checkbox"/>	<i>poor</i> <input type="checkbox"/>	<i>satisfactory</i> <input type="checkbox"/>	<i>very good</i> <input type="checkbox"/>	<i>excellent</i> <input type="checkbox"/>	
<i>0 points</i>	<i>2 points</i>	<i>5 points</i>	<i>6 points</i>	<i>7 points</i>	→ <u> </u> points

comments:

3. On-Site Supervisory Personnel Rating (0-14 points)

- a) **General Performance-** Rate the general performance of this contractor's on-site supervisory personnel. Did the superintendent(s) have the knowledge, management skills and experience to run a project of this size and scope? If not, provide specific examples.

<i>unacceptable</i> <input type="checkbox"/>	<i>poor</i> <input type="checkbox"/>	<i>satisfactory</i> <input type="checkbox"/>	<i>very good</i> <input type="checkbox"/>	<i>excellent</i> <input type="checkbox"/>	
<i>0 points</i>	<i>3 points</i>	<i>10 points</i>	<i>12 points</i>	<i>14 points</i>	→ <u> </u> points

comments:

Please add up all points from this page and the preceding pages and enter total here: _____

Section III- Legal and Administrative Proceedings

Are you aware of any legal or administrative proceedings, invoked bonds, assessed damages, demands for direct payment, payment bond claims, contract failures, contract terminations, or penalties involving this contractor on this contract? What is the status of any pending litigation? What was the final outcome of any completed litigation? What are the dollar amounts of assessed damages or penalties?

comments:

Section IV- Evaluator Certification

I certify that the information contained in this evaluation form represents, to the best of my knowledge, a true analysis of this contractor's performance record on this contract.

I also certify that I have no ties with this contractor either through a business or family relationship.

I have mailed a copy of this completed evaluation form to the contractor on _____
(public awarding authorities must mail a copy of this completed evaluation form to the contractor).

Signature

Date

Section VI- Additional Comments

Comments:
